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**Nursing Science Society Executive Board Nomination Package**

President

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Queen’s Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Year of Study (please highlight or circle one of the following):

**Year 1**  **Year 2**  **Year 3**

Vice President of Operations (VPOPs)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Queen’s Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Year of Study (please highlight or circle one of the following):

**Year 1**  **Year 2**  **Year 3**

Vice President of University Affairs (VPUA)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Queen’s Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Year of Study (please highlight or circle one of the following):

**Year 1**  **Year 2**  **Year 3**

**Application Outline**

* Applicants for NSS President, Vice President of University Affairs, and Vice President of Operations will run as a team of three (3).
* **Fall 2023 Election Timeline** can be found on **page 3**.
* **Position details** can be found on **page 4 of** the Nomination Package.
* **Nomination Form** can be found on **pages 6 and 7**.
  + Obtain fifty (50) signatures from students enrolled at Queen’s School of Nursing from any year/program of study.
* **Agreement & signature** form is on **page 8.**
* **Term Goals** for Executive Teams is on **page 9.**
* Candidates will will serve a 1-year term.

**Any questions, inquiries, concerns can be directed to the Returning Officer, at** [**senator@nss.queensu.ca**](mailto:senator@nss.queensu.ca)

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**Application/Nomination Period**

* Open: November 6, 2023 at 0900h
* Closed and due: **November 24, 2023 at 1100h**
* **Send applications to the following emails**: [senator@nss.queensu.ca](mailto:senator@nss.queensu.ca), [president@nss.queensu.ca](mailto:president@nss.queensu.ca), [vpua@nss.queensu.ca](mailto:vpua@nss.queensu.ca), [vpops@nss.queensu.ca](mailto:vpops@nss.queensu.ca)

**Approved Candidates** will be contacted by **2200h on Sunday November 26, 2023**

**There will be no election, or campaigning. Please disregard the rest of the information on this page. Approved candidates will attend NSS Assembly on Nov 29, 2023, at 1700h, at the SON rm108 to share their goals, followed by Question period, and then Assembly ratification.**

**Campaign Period**

* Start Date: Monday November 13, 2023 at 0800h
* End Date: Friday November 17, 2023 at 0800h

**Campaign Provisions**

* Campaigning will only begin on the date specified above and all campaign materials will be taken down no later than the end date specified above.
* Active campaigning includes, but is not exclusive to posters, statements and advertisements and class visits (arranged beforehand with the professor). Posters must follow the Queen's poster policy which differs for each building.
* Campaign materials are subject to a spending limit of $60.00 to ensure there is a level playing field, and all receipts must be presented to the Returning Officer upon request for verification.

**Election Day:**

* Monday November 20th and Tuesday November 21st, 2023
* Online Voting System through the Alma Mater Society (AMS)

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**NSS Executive Team Positions Descriptions**

**Roles and Responsibilities of the NSS President:**

* To oversee and delegate responsibilities across NSS, in collaboration with the Executives;
* To attend the following meetings as in their capacity as President and a representative of NSS;
  + AMS President’s Caucus
  + AMS Assembly meetings
  + School of Nursing Academic Council (SONAC)
* To co-sign all NSS cheques with the VPOPs;
* To preside over all meetings of the NSS Assembly, and ensure rules of order are followed at meetings;
* To sit on the NSS Operations Committee;
* To coordinate and select NSS representative(s) for School of Nursing committees;
* To coordinate meetings with Class Presidents from each year;
* To present the Reddick Awards at the Graduation Pinning Ceremony or find a suitable replacement.

President Reporting Umbrella:

**Roles and Responsibilities of the Vice President of Operations:**

* To oversee all financial transactions across NSS, where funds are involved;
  + This includes auditing, and ensuring accurate records and accountability of spending.
* To co-sign all cheques with the President;
* To sit on the NSS Operations Committee;
* To submit a full financial report to the AMS, as required;
* To maintain minutes of all NSS Assembly meetings and record attendance of members;
* To oversee the success of each portfolio they are assigned;
* To arrange a suitable location and time for NSS Assembly meetings, held on a bi-weekly basis;

VPOPs Reporting Umbrella:

**Roles and Responsibilities of the Vice President of University Affairs:**

* To oversee the success of each portfolio they are assigned;
* To sit on the NSS Operations Committee;
* To sit on the Nursing Orientation Committee;
* To share ex-officio membership on all committees of the NSS;
* To act as a liaison and informant between the NSS and Queen’s University and Kingston communities regarding applicable NSS events;
* To supervise their first-year intern and delegate administrative duties to them as seen fit.

VPUA Reporting Umbrella:

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**Nomination Form**

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**Agreement and Signature Form**

By signing below, you agree to the following:

* To attend all NSS Assembly meetings, if elected;
* Understand and aware that NSS Assembly meetings occur biweekly throughout the school year (Winter 2024 and Fall 2024) on Wednesday evenings beginning at 5:00PM (subject to changes);
* Understand that you are to collaborate with the rest of the Executive Team on a weekly basis, on an agreed upon schedule to discuss executive matters;
* Your service will take place over the course of 2024 for both the Fall and Winter semesters consecutively (i.e., two semesters total);
* You have read the responsibilities outlined in the most recent version of the NSS Constitution and have made an effort to reach out to the student who currently holds this position to seek clarity and full understanding of this role;
* To adhere to the campaigning instructions and etiquette outlined in the Elections Policy;
* Details of this will be sent out to all applicants upon the approval of their application. No campaigning may begin until this step is complete.

|  |  |
| --- | --- |
| **Name of Applicant:** |  |
| **Signature of Applicant:** |  |
| **Date:** |  |

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**Term Goals**

For Executive Board candidates (President, VPOPs, VPUA):

List 3 goals that you wish to accomplish in the duration of your term. Please consider goals for the faculty, society, and the position specific description.

1.

Rationale:

2.

Rationale:

3.

Rationale:

For Office Use Only

Approved by (signature):

Date: